

## CLIENT PROFILE COVER SHEET

Indiana Department Of Commerce  
International Trade Division  
One North Capitol, Suite 700  
Indianapolis, IN 46204  
Tel: 317-233-3762  
Fax: 317-233-1680  
[www.indianacommerce.com](http://www.indianacommerce.com)

This profile is designed to provide the International Trade Division (ITD) with information to assist your company in developing international markets and is intended for research purposes. To effectively serve you, it is necessary that all information requested be complete. If you need assistance completing any portion of the attached Client Profile, please contact our office at 317-233-3762.

### **Important Note:**

When returning the attached Client Profile, please include:

- Five (5) copies of your sales literature
- A brief write-up on your company
- A list of international markets you have already researched

## FOR YOUR INFORMATION

### **Export Licensing**

The large majority of all U. S. exports are covered by a “General License”, which is automatically granted. However, some products do require an export license, as do shipments to certain countries. To determine if your product or shipment is subject to licensing, contact the Bureau of Export Administration at 202-482-4811.

# Client Profile

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Year Established: \_\_\_\_\_ Annual Sales: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
(approximate)

E-mail Address: \_\_\_\_\_ Web Page: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

What percentage of your current sales are exported (approximate): \_\_\_\_\_%

## Classify Your Business: (check all that apply)

☐ Agent    ☐ Manufacturer    ☐ Service Provider    ☐ Importer    ☐ Retailer  
☐ Distributor    ☐ Wholesaler    ☐ Construction    ☐ Exporter    ☐ Other (specify)

## Product Lines: (manufactured in Indiana)

### Schedule B Classification Assistance

Assistance in classifying products can be obtained in two ways:

- 1) Your freight forwarder may have this number on file,
- 2) Try using the U.S. Census Bureau's website to locate your Schedule B number(s) at  
[www.census.gov/foreign-trade/schedules/b/](http://www.census.gov/foreign-trade/schedules/b/)

### Product Description

### Schedule B Number

1. _____	_____
2. _____	_____
3. _____	_____

SIC Codes: \_\_\_\_\_

## Customer Profiles (describe end-user in detail, please rank in order of importance)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**Selling Points****Correlating Benefits**

1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____

**Do you attend international trade shows?**☐ Yes ☐ No**International Distribution:** *(attach list separately if necessary)*To which foreign countries do you export  
on an ongoing basis?Distribution  
*(circle)*Exclusive  
*(circle)*

_____	direct sale, agent, distributor, JV, license	Y	N
_____	direct sale, agent, distributor, JV, license	Y	N
_____	direct sale, agent, distributor, JV, license	Y	N
_____	direct sale, agent, distributor, JV, license	Y	N
_____	direct sale, agent, distributor, JV, license	Y	N
_____	direct sale, agent, distributor, JV, license	Y	N

**In which foreign countries are you most interested in the future? Have you researched this market?**

_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**What type of relationship are you seeking?**

☐ Agent    ☐ Joint Venture    ☐ Direct to OEM    ☐ Distributor    ☐ License  
☐ Other (specify) \_\_\_\_\_

**Describe your ideal foreign trading partner** *(attach separately if necessary):*

List any complimentary product lines an agent/distributor might be handling and state any specific or special conditions required (facilities, technical capabilities, financial strength, etc.)

---

---

---

---

**Would you like to receive information regarding trade finance issues?**    Yes \_\_\_\_\_ No \_\_\_\_\_**Are you requesting an Agent Distributor Search through our office?**    Yes \_\_\_\_\_ No \_\_\_\_\_If yes, please attach the following:

- List the countries/regions where you are requesting an Agent/Distributor Search

- Provide names and locations of any existing distributors and/or partners
- Provide the names of your largest competitors (for classification/identification purposes)

*Revised 6-7-01*